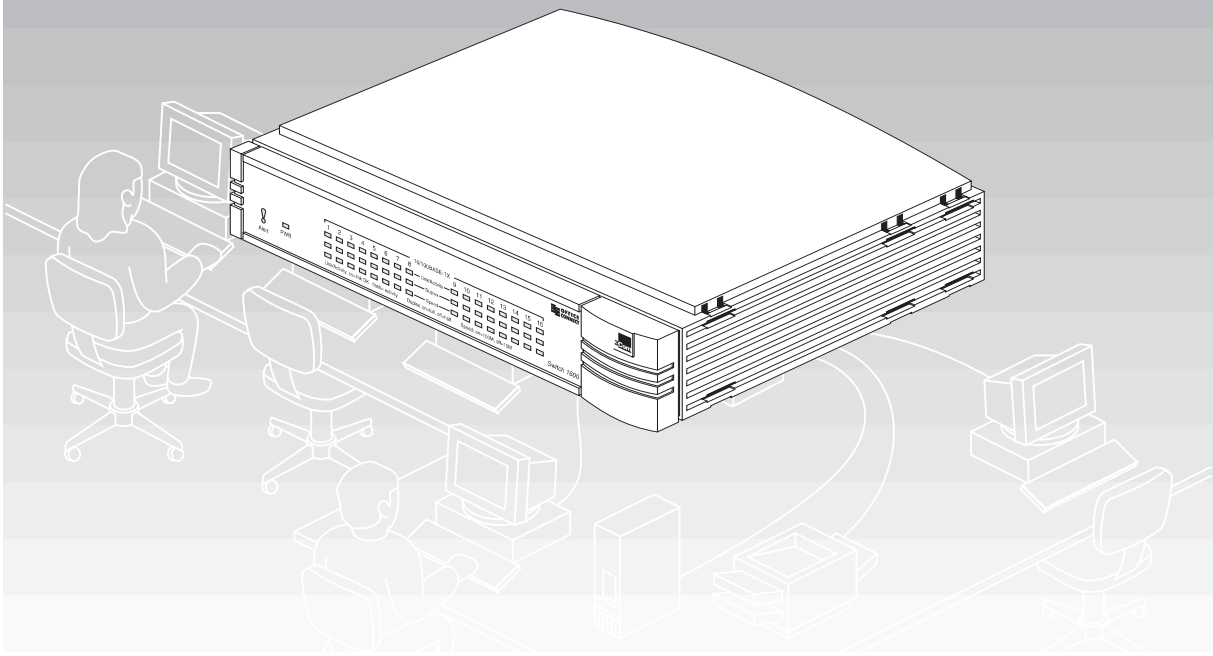
OFFICECONNECT® SWITCH

USER GUIDE

400, 800, 1600



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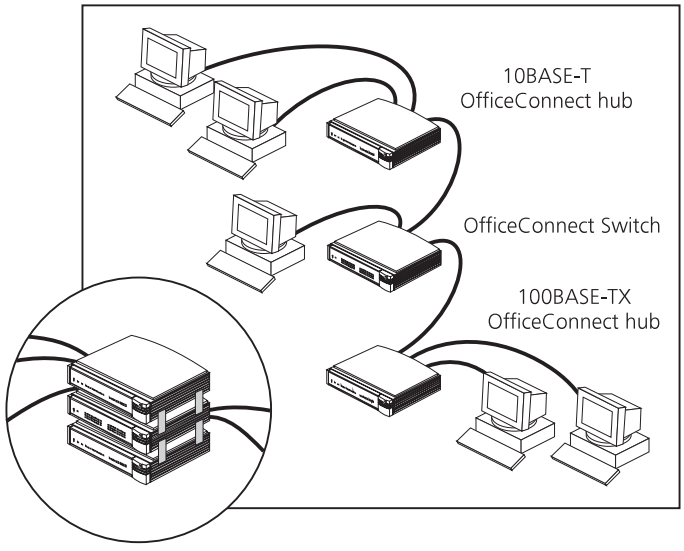
INTRODUCTION

Welcome to the world of networking with 3Com®. In the modern business environment, communication and sharing information is crucial. Computer networks have proved to be one of the fastest modes of communication but until recently only large businesses could afford the networking advantage. The OfficeConnect® product range from 3Com has changed this, bringing networks to the small office.

As the power of workstations and business applications increases, heavier demands are made on the available network bandwidth that, if unchecked, can lead to performance problems in a hub-based setup. Installing the OfficeConnect Switch 400 (3C16733), Switch 800 (3C16734) or Switch 1600 (3C16735) allows your network to be segmented so that traffic can be contained effectively, reducing the overall load without affecting access to critical resources.

When referring to the OfficeConnect Switch 400, Switch 800 or Switch 1600, this guide uses the term 'Switch'.

The Switch is ideal for use with other OfficeConnect products. It is compact and attractively designed for desktop use. The Switch is part of the OfficeConnect range which neatly stacks together with clips, providing a range of facilities.



Small Network with OfficeConnect Switch (Circle Shows Units Clipped Together)

For information on these products, see the "OfficeConnect Product Range" sheet that accompanies this product.

The Switch has 4, 8 or 16 10/100BASE-TX ports. This allows you to set up a network with both 10BASE-T and 100BASE-TX hubs and workstations.

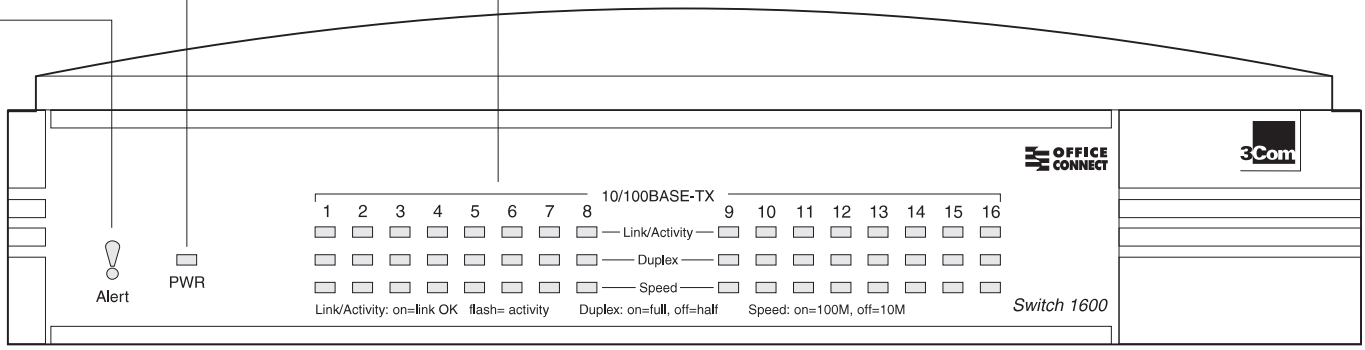
CREATING YOUR NETWORK

Switch 800 and Switch 1600:

Alert LED
orange
Off when the unit is operating correctly. Flashes for a short period of time after power on, for self test. If the LED is continuously lit, there may be a problem. Refer to the "Problem Solving" section.

Power LED
green
Indicates that the power supply to the switch is present.

Link/Activity, Duplex and Speed LEDs
If the **Link/Activity LED** is on (green), the link between the port and the next piece of network equipment is OK. The LED flashes each time a packet passes through the port. If the LED is off, the port does not have anything connected to it, or the connected device is switched off. If you have made a connection to the port and the LED is off, there may be a problem with the connection (refer to the "Problem Solving" section).
If the **Duplex LED** is on (yellow), the port is in full duplex mode. If off, it's half duplex.
If the **Speed LED** is on (green), the port is operating at 100Mbps. If off, it's 10Mbps.



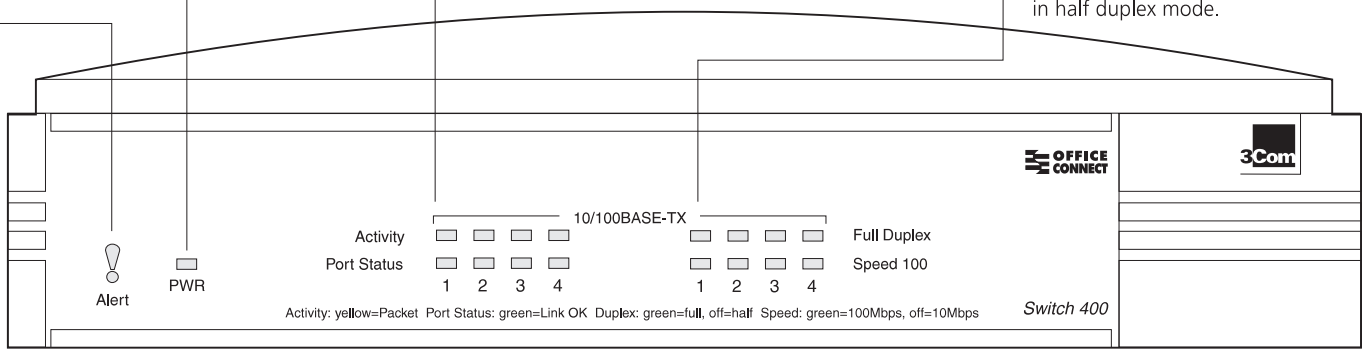
Switch 400:

Alert LED
orange
Same as Switch 800 and Switch 1600 (see description above).

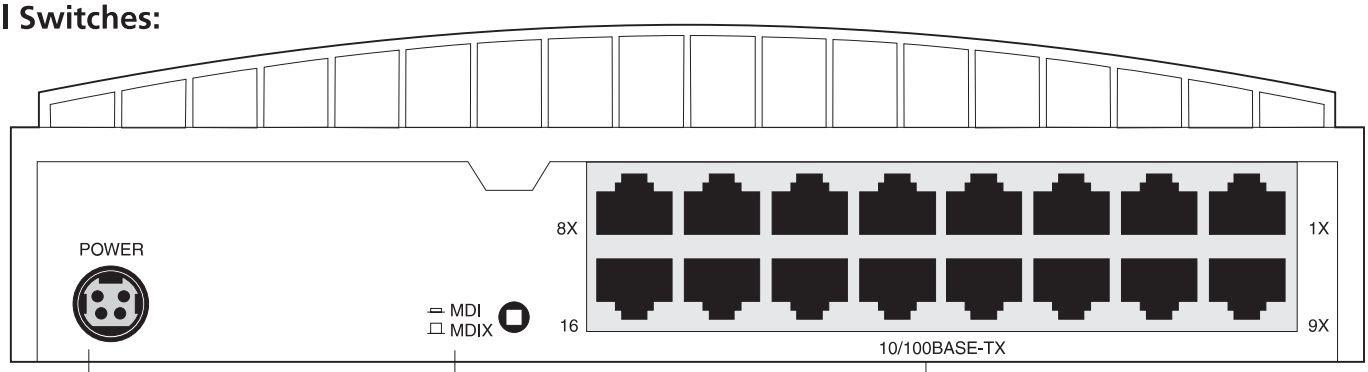
Power LED
green
Indicates that the power supply to the switch is present.

Port Status and Activity LEDs
If the **Port Status LED** is on (green), the link between the port and the next piece of network equipment is OK. If the LED is off, nothing is connected, or the connected device is switched off, or there is a problem with the connection (refer to the "Problem Solving" section).
The **Activity LED** flashes (yellow) each time a packet passes through the port.

Speed 100 and Full Duplex LEDs
If the **Speed 100 LED** is on (green), the port is operating at 100Mbps. If the LED is off, the port is operating at 10Mbps.
If the **Full Duplex LED** is on (green), the port is in full duplex mode. If the LED is off, the port is in half duplex mode.



All Switches:



Power Adapter socket
Only use the power adapter that is supplied with the OfficeConnect Switch.
Do not use any other adapter. Note that the power adapter and socket is different for the Switch 800.

MDI/MDIX switch
Affects the operation of the highest-number port (port 4 on the Switch 400, port 8 on the Switch 800, port 16 on the Switch 1600). For connecting the port to another unit (such as a hub or switch), set to MDI (in), otherwise set to MDIX (out). Refer to the "Connecting OfficeConnect Hubs to Your Switch" section.

4, 8 or 16 10/100BASE-TX ports
Use suitable TP cable with RJ45 connectors. You can connect the OfficeConnect Switch to any workstation or OfficeConnect hub that has a 10BASE-T, 100BASE-TX or 10/100BASE-TX port. Each port is capable of auto-negotiating for 10Mbps or 100Mbps operation.

Networking Terminology

A **Network** is a collection of workstations (for example, IBM-compatible PCs) and other equipment (for example, printers), connected for the purpose of exchanging information or sharing resources. Networks vary in size; some are within a single room, others span continents.

A **Local Area Network (LAN)** is a network, usually in an office, that spans no more than a single site.

Ethernet is a type of LAN, referring to the technology used to pass information around the network. It operates at 10Mbps (megabits per second).

Fast Ethernet is a type of LAN that runs up to 10 times faster than standard Ethernet. It operates at 100Mbps.

10BASE-T is the name given to the Ethernet protocol that runs over **Twisted Pair (TP)** cable.

100BASE-TX is the name given to the Fast Ethernet protocol that runs over **Twisted Pair (TP)** cable.

A **Network Loop** occurs when two pieces of network equipment are connected by more than one path.

A **Segment** is the length of cable connected to a port.

Packets are the units of information your workstations and other equipment send to each other over the network. A **Frame** is the data part of the packet and can be **Unicast** (sent to a single device), **Multicast** (sent to multiple devices), or **Broadcast** (sent to all devices).

Bandwidth refers to the amount of network traffic the network can hold at any one time (information capacity) measured in **bits per second (bps)**. Workstations or applications that use the network heavily are referred to as using high bandwidth (these are usually users who do a lot of graphical or multi-media work across the network). Fast Ethernet has a higher bandwidth than Ethernet, so it can cope with larger amounts of traffic, which results in faster operation.

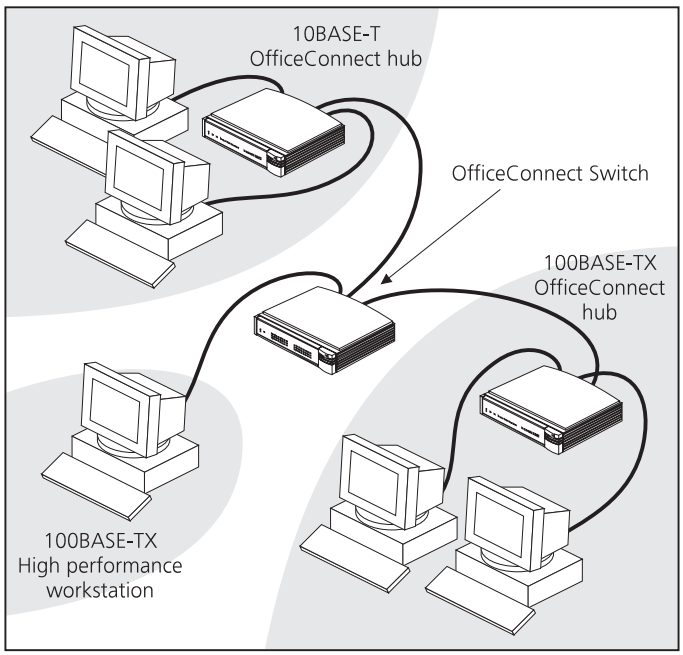
Full duplex operation allows information to be transmitted and received simultaneously and, in effect, doubles the potential throughput of a link.

How the Switch Can Be Used

Switching

When a network of repeater hubs is in operation, any information that is sent by the workstations is passed around the whole network (regardless of the destination of the information). This can result in a lot of unnecessary traffic that can slow the network down. The Switch solves this problem because it 'listens' to the network and automatically learns what workstations can be reached through its ports. It can then selectively pass on any information by transmitting the traffic from the relevant port only (instead of all ports like a repeater hub). This operation is called 'switching'.

The Switch effectively divides up your network, localizing the network traffic and passing on traffic as necessary (as shown in the diagram). If you have workstations that communicate frequently in the same part of the network, traffic between them is not passed to the remainder of the network, reducing the load. If you have any high performance workstations that require a lot of bandwidth, connect them directly to the Switch.



The Switch Separates Your Network and Controls the Information Effectively

Connecting 10BASE-T and 100BASE-TX Networks

The 10/100 ports can each be connected to either a 10BASE-T or 100BASE-TX network. If you have both types of network, you can connect them using the Switch so that all your workstations can communicate. Alternatively, if you use 10BASE-T and want to improve performance by introducing 100BASE-TX, the Switch protects your investments because it maintains 10BASE-T connections to your original network equipment.

Before You Start

Your OfficeConnect Switch comes with:

- One power adapter for use with the Switch. The Switch 400 and Switch 1600 have an additional power cord for use with the power adapter.
- A Product Registration card for you to fill out and return
- Four rubber feet
- Four stacking clips
- An OfficeConnect Product Range sheet
- This guide

Wall mounting screw hole guide
142 mm (5.6 in)

Unit Connections

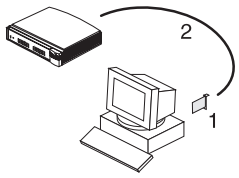
To connect OfficeConnect units (such as hubs and switches) to your Switch, you need:

- One suitable TP cable for each unit.

Workstation Connections

To connect workstations or other equipment (such as servers) directly to your Switch, you need:

1 One 10BASE-T, 100BASE-TX or 10/100BASE-TX adapter card for each workstation. 3Com produce a range of easy to install network adapters, which provide your workstation with a 10BASE-T or 100BASE-TX connection.



2 One suitable TP cable for each workstation.

In order to comply with the 10BASE-T standard, ports designed for workstation connections have been marked with the graphical symbol 'x'. This denotes a crossover in the port's internal wiring, for example 1x, 2x, 3x...

You also need a network operating system running on your workstations.

Twisted Pair (TP) Cables

To connect your hubs and workstations to the Switch, you must use 'straight-through' TP cables with RJ-45 connectors (all OfficeConnect products use RJ-45 type connectors). Your supplier should stock suitable cables.

A 'straight-through' cable is one where each pin of one connector is connected to the same pin of the other connector.

Cables can be shielded (screened) or unshielded; we recommend that you use shielded cable. Cables used for 100BASE-TX connections must be data grade (Category 5). The maximum length you can use is 100m (328ft).

Positioning Your OfficeConnect Switch

When installing your OfficeConnect Switch, ensure:

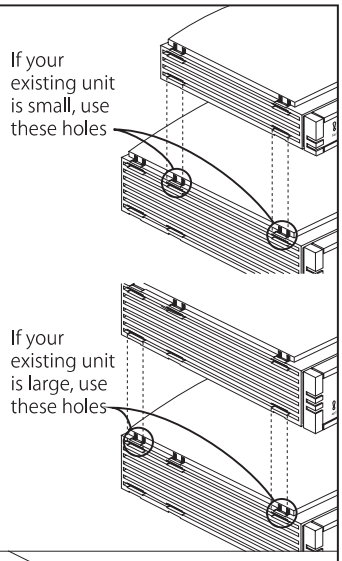
- It is out of direct sunlight and away from sources of heat.
- Cabling is away from power lines, fluorescent lighting fixtures, and sources of electrical noise such as radios, transmitters and broadband amplifiers.
- Water or moisture cannot enter the case of the unit.
- Air flow around the unit and through the vents in the side of the case is not restricted. We recommend you provide a minimum of 25mm (1in.) clearance.

Using the Rubber Feet and Stacking Clips

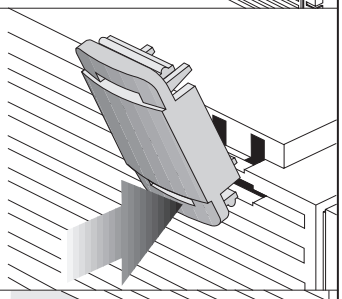
The four self-adhesive rubber feet prevent your Switch from sliding around on your desk. Stick the feet to the marked areas at each corner of the underside of your Switch.

The four stacking clips are used for neatly and securely stacking your OfficeConnect units together. **You can stack up to four units. Small units must be stacked above large units.** To stack your units, secure the clips on one side and then on the other. Use the following method to secure one side:

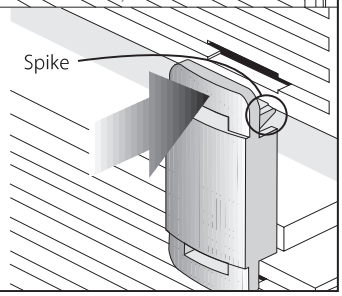
1 Place your new unit on a flat surface. Your clips fit in these positions on the side of the unit:



2 Position a clip over one of these holes and push it in until it clicks into place. Repeat this for the other clip position on the same side.



3 Keeping the front of the units aligned, rest the bottom of the existing unit on the clips' spikes. Push the clips firmly into the existing unit until they click into place.



Repeat these steps to secure the other side.

To remove a clip, hold the units firmly with one hand and hook the first finger of your other hand around the back of the clip. Use reasonable force to pull it off.

Wall Mounting the OfficeConnect Switch

CAUTION: *Only wall mount single units. Do not wall mount stacked units.*

There are two slots on the underside of the OfficeConnect Switch which are used for wall mounting. You can mount the unit with the LEDs facing upwards or downwards, to suit your needs.

When wall mounting the unit, ensure that it is within reach of the power outlet.

You need two suitable screws. Ensure that the wall you are going to use is smooth, flat, dry and sturdy. Make two screw holes which are 142mm (5.6in.) apart. Use the guide at the top of this page to mark the position of the holes. Fix the screws into the wall, leaving their heads 3mm (0.12in.) clear of the wall surface.

Remove any connections to the unit and locate it over the screw heads. When in line, gently push the unit on to the wall and move it downwards to secure. When making connections, be careful not to push the unit up and off the wall.

Connecting Workstations and Other Equipment to Your Switch

WARNING**:** *Ensure you have read the Important Safety Information section carefully before you start.*

ACHTUNG**:** *Versichern Sie sich, daß Sie den Abschnitt mit den wichtigen Sicherheitshinweisen gelesen haben, bevor Sie das Gerät benutzen.*

AVERTISSEMENT**:** *Assurer que vous avez lu soigneusement la section de L'information de Sécurité Importante avant que vous commenciez.*

CAUTION**:** *Do not power the Switch off and on quickly. Wait about 5 seconds between power cycles.*

Connecting workstations and other equipment to your Switch is easy. To connect a workstation to any of the Switch's ports, use a 'straight-through' TP cable. Refer to "Twisted Pair (TP) Cables" for further information.

If the equipment connected to the Switch does not support auto-negotiation or if it has been disabled, it must be configured to operate in half duplex mode.

If you are using the highest-number port (port 4 on Switch 400, port 8 on Switch 800, port 16 on Switch 1600) to connect a workstation, ensure the MDI/MDIX switch is set to MDIX (out).

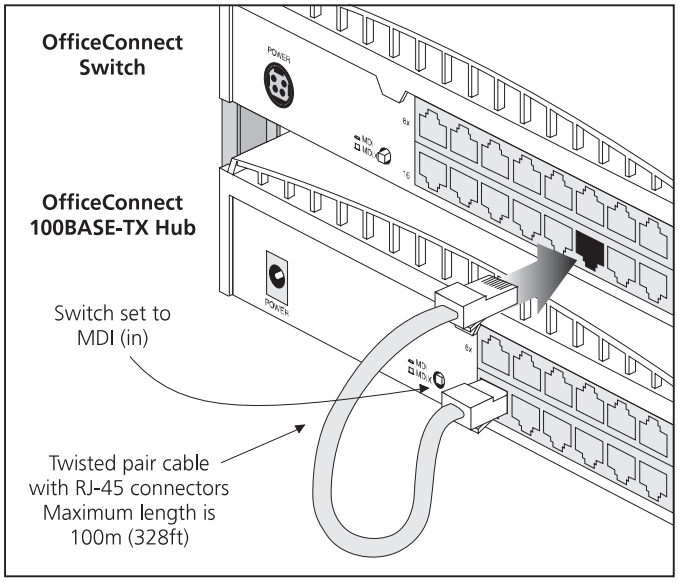
TP cables are very easy to use. To connect a cable, simply slot the connector into the relevant RJ-45 port. When the connector is fully in, its latch locks it in place. To disconnect the cable, push the connector's latch in and remove it.

The OfficeConnect Switch detects all port connections, so you can start using your network immediately. When you need more ports, simply add more OfficeConnect hubs.

Connecting OfficeConnect Units to Your Switch

You can increase the number of workstations that can connect to your network by adding OfficeConnect units (such as hubs and switches). You can connect either a 10BASE-T or a 100BASE-TX OfficeConnect unit to each port of the Switch. Use the following method for each unit:

1. Connect the MDI/MDIX port of the unit to any of the Switch's ports (as shown in the diagram below). If using the highest-number port on the Switch (port 4 on Switch 400, port 8 on Switch 800, port 16 on Switch 1600), set its MDI/MDIX switch to MDIX (out).
2. Set the MDI/MDIX switch on the unit to MDI (in).


OfficeConnect Switch
OfficeConnect 100BASE-TX Hub
Switch set to MDI (in)
Twisted pair cable with RJ-45 connectors Maximum length is 100m (328ft)

Correct Connections for an OfficeConnect Hub

Checking Unit Connections

When you have connected all your units, power on the units and the Switch. The Port Status LEDs for the ports you have used on both the units and the Switch should be on. If they are not, check your connections and the settings of the MDI/MDIX switches.

Spot Checks

At frequent intervals, visually check that:

- The Alert LED is off — this is the best way to find out if there are problems with your network
- Case vents are not obstructed
- Cabling is secure and not pulled taut

If you suspect a problem, refer to "Problem Solving" on page 7.